

**EIGHTH ARMY REGULATION 742-2**

**INSPECTION OF SUPPLIES AND EQUIPMENT (742)**

# **Inspection of Ammunition for Unit Basic Load and Miscellaneous Activities**

**05 November 2002**

**UNCLASSIFIED**

**HEADQUARTERS  
EIGHTH UNITED STATES ARMY  
UNIT #15236  
APO AP 96205-5236**

**Eighth U.S. Army Regulation  
No. 742-2**

**5 November 2002**

**(Effective: 5 November 2002)  
Inspection of Supplies and Equipment**

**INSPECTION OF AMMUNITION FOR UNIT BASIC LOAD AND MISCELLANEOUS  
ACTIVITIES**

**SUPPLEMENTATION.** Supplementation of this regulation and issuance of command and local forms by subordinate command is prohibited unless prior approval is obtained from HQ Eighth U.S. Army (EAGD-P-AM-SS), Unit #15236, APO AP 96205-5236.

**INTERNAL CONTROL PROVISIONS.** This regulation does not contain Management Control Checklists.

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**\*This regulation supersedes EUSA Reg 742-2, 18 May 1988.**

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## CHAPTER 1

### INTRODUCTION

**1-1. PURPOSE.** To establish policy and procedures for the Unit Basic Load (UBL) Inspection and technical assistance visit requirements of SB 742-1.

**1-2. APPLICABILITY.** This regulation is applicable to all Eighth United States Army (Eighth Army) major subordinate commands (MSC), assigned units, tenant activities, and other activities having units which maintain ammunition for UBL or ammunition for operational or miscellaneous activities (AMA). This regulation does not apply to training ammunition except as specifically defined.

**1-3. BACKGROUND.** Serviceability and reliability of ammunition in unit basic loads is prerequisite of unit readiness. Commanders at all levels have a critical need for periodic technical review of storage and accountability procedures. SB 742-1 requires an inspection of all aspects of unit basic and operation load, and provides criteria. These procedures provide for implementation of the requirements, for verification that ammunition remains suitable, and that storage, unit maintenance, and accountability meets minimum standards.

**1-4. REFERENCES.** Required and related references are listed in appendix A.

**1-5. ABBREVIATIONS AND TERMS.** Abbreviations and terms used in this regulation are explained in the glossary.

**CHAPTER 2**

**RESPONSIBILITIES**

**2-1. EIGHTH UNITED STATES (U.S.) ARMY.** The Commander, Eighth U.S. Army is responsible for--

- a. Establishing policies and procedures to ensure all ammunition in basic load, operational load, and retained for miscellaneous activities is inspected in accordance with (IAW) SB 742-1 and Eighth U.S. Army Reg 700-3.
- b. Publishing and revising this regulation and issuing changes thereto.
- c. Resolving issues referred by subordinate units.

**2-2. 19<sup>th</sup> THEATER SUPPORT COMMAND (TSC).** The Commander, 19<sup>th</sup> Theater Support Command (TSC) is responsible for directing and executing inspections of unit ammunition basic load throughout Eighth U.S. Army.

a. The Commander, 55<sup>th</sup> TSC, Material Management Center (MMC) is designated as the staff technical support activity for the 19<sup>th</sup> TSC and is responsible for--

(1) Management of the UBL inspection program to ensure timely scheduling and completion of UBL inspections for each unit with UBL and AMA ammunition stock.

(2) Continuing review of the inspection program to identify adverse trends or systemic problems.

(3) Consolidating ammunition data from inspection reports and maintaining a master list for inspection status, corrective action reports from units, an overall UBL ammunition listing.

(4) Resolving issues referred by the 6<sup>th</sup> Ord Bn and forwarding unresolved issues to Eighth U.S. Army G4.

(5) Provision of management data to G4 and 6th Ord Bn on inspection status, inspection findings, and corrective action reports received from units.

(6) Annual coordination with each major subordinate command, to identify all assigned subordinate units/detachments with basic and operational load, location and designation of the unit, and a point of contact (POC) (telephone and email) for scheduling, conduct and response to inspections.

b. The Commander, 6th Ord Bn is responsible for execution of the UBL inspections to include--

(1) Ensuring that UBL inspections and technical assistance visits are scheduled and completed as required by SB 742-1 and this regulation.

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(2) Verifying UBL inspection reports are accurate and submitted to inspected units in a timely fashion.

(3) Resolution of issues referred by Ordnance Companies and submitting unresolved issues to the 55<sup>th</sup> TSC (MMC).

c. Ordnance Company Chief of Surveillance is responsible for--

(1) Scheduling and performance of inspections, and conduct of entrance/out-briefings.

(2) Reporting results of inspections to battalion level (or next higher level HQ), with copy to unit, and setting a suspense for response.

(3) Receiving and assessing corrective action and follow-up if corrective action response from inspected unit is not received or is not adequate.

(4) Providing technical assistance to units when deemed necessary or requested by unit.

(5) Requesting assistance from Cdr, 6<sup>th</sup> Ord Bn (EANC-ASO-SV), when units do not reasonably comply with inspection scheduling, provide timely corrective action responses, or other unresolved issues.

**2-3. MAJOR SUBORDINATE COMMANDS (MSCs).** MSCs are responsible for compliance with this regulation by assigned units to include the following:

a. Assuring that units are available and comply with UBL inspection schedules established by the supporting ordnance company, or coordinate to identify an alternate acceptable to Ordnance Company.

b. Verification that subordinate unit corrective action reports are accurate, timely, and fully implemented to resolve any deficiencies identified during the inspection.

c. Conduct of command inspections to identify and correct subordinate unit deficiencies.

d. Notify supporting Ordnance Company if no UBL inspection has been conducted within the past 12 months and/or provide any changes in unit and/or ammunition basic load status.

e. Assure subordinate units have a "continuity book" that contains the documents required by appendix C and that these documents are up-to-date.

f. Scheduling a reinspection of subordinate units, for correction of critical or repeat deficiencies, within 30 days of receipt of the inspection report. Reinspection will be performed by Ord Co that performed the original inspection.

**2-4. UNITS.** Units with basic and/or operational load ammunition will--

- a. Ensure that all ammunition, in unit's possession, is made available for the inspection.
- b. Schedule unit activities to assure that the unit will be available for inspection appointments.
- c. Provide an accountable officer or NCO, to assist the Quality Assurance Specialist, Ammunition Surveillance (QASAS) during conduct of the inspection, and supervise repackaging of ammunition opened for inspection.
- d. Furnish sufficient unit personnel, with banding/tools, for unpacking and repackaging of ammunition into standard packing configuration.
- e. Make unit property book, hand receipts, stored basic load documentation, aircraft logbooks, and continuity book documents (appendix C) available for review by QASAS inspectors.

## CHAPTER 3

### POLICY AND PROCEDURES

**3-1. 55<sup>th</sup> TSC MATERIAL MANAGEMENT CENTER (MMC).** The 55<sup>th</sup> TSC (MMC), Class V Division, Quality Assurance (QA) Branch, Munitions will--

a. Coordinate with each MSC and publish a master inspection list not later than (NLT) 31 August annually. The master inspection list will identify each unit with basic/operational ammunition, local ordnance company, unit POC email and telephone number, date of last inspection and month of next inspection.

b. Provide, on request, an automated listing of unit ammunition from Standard Property Book System (SPBS) data received from the unit into the Standard Army Ammunition System (SAAS). Ordnance Company inspectors will use this to verify accuracy of property book (SPBS-R) data. Updated data, with changes based on visual verification, will be returned to QA Branch as an enclosure to the email basic load inspection report. Format and codes are depicted in appendix G.

**3-2. ORDNANCE COMPANY.**

a. Will review their portion of the master list, make necessary changes to establish the annual inspection schedule, and return their adjusted portion of the list to QA Branch. Normally, inspections will be during the same month as the inspection during the prior year. Slight adjustment to the schedule is permitted, based on ordnance company mission or incorporate unit major mission and training events. Intent is to provide for an inspection of unit every 12 months. Units with unpacked uploaded basic load ammunition will be scheduled/inspected at 6 month intervals. Basic load stored in substandard structures and operational load subjected to repeated handling is to be evaluated for more frequent inspections at a frequency determined by the Chief of Surveillance.

b. Surveillance organization of the Ordnance Company will provide email-automated notification of scheduled inspections, to unit commanders and POCs, 30 days prior to the inspection date. This notification will include essential information for units on conduct/content of the inspection. See Appendix E for recommended format. For 2<sup>nd</sup> ID units, a copy will be provided to the Division Ammunition Office. Units will respond by email, 10 working days prior to the inspection, confirming the inspection date or arrange a date acceptable to both the Ordnance Company and the unit within 30 days.

c. The basic load inspection will also assess unit authorization, property book, inventory, security, storage, maintenance, availability of necessary publications and suspension/restriction control processes. Specific inspection points for this portion of the inspection are listed in appendix B. Unit ammunition continuity books will be reviewed to determine if complete (see appendix C) and current.

d. The unit commander, or designated senior unit official, will be provided with an entrance briefing detailing the scope and methods to be used as well as findings from



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the previous inspection. They will also be out-briefed following the inspection. All findings will be discussed, along with recommendations, and any unit questions/concerns answered.

### **3-3. CARTRIDGE/PROPELLANT ACTUATED DEVICES (CADs/PADs).**

a. All ammunition in UBL and operational load (AMA), miscellaneous ammunition, CAD/PAD assembled to aircraft, and aircraft crew life support equipment, is to be included in the basic load inspection. Review of unit records and service life controls is required for assembled CAD/PAD.

b. Service life for CAD/PAD, assembled to aircraft, will be verified by a review of the unit control mechanism (spreadsheet) and a sampling comparison of data against the aircraft logbooks DA Form 2408-15 (Historical Record for Aircraft). An example with required data is in appendix H.

**3-4. MISSILE AND LARGE ROCKETS.** Appendix F contains the procedures for inspection of missiles/large rockets in the UBL.

**3-5. TRAINING AMMUNITION.** Training ammunition is not normally inspected, except when stored with UBL/AMA, then any noted deficiencies will be included, especially any related to storage.

## CHAPTER 4

### REPORTS

**4-1. UNITS.** Each unit will respond, by mail or email, to the ordnance company inspection report with details of actions taken or planned to correct each listed deficiency. Projected completion dates will be listed for action. A copy will be provided to 55<sup>th</sup> TSC (MMC). For 2nd ID units, a copy will go to the Division Ammunition Office.

**4-2. ORDNANCE COMPANY.**

a. Surveillance Chief will provide a formal report of the inspection, listing all deficiencies, unserviceable ammunition, and recommendations, NLT fifteen days following completion. A signed copy of the report will be mailed and sent via email to the battalion level (or equivalent) unit commander, with a copy to the commander of the inspected unit and his designated POC. The report will include a suspense permitting 30 calendar days for unit response. Copies will be furnished to QA Branch, Munitions/Class V Division, 55<sup>th</sup> TSC (MMC). For 2<sup>nd</sup> ID units, a copy will go to the Division Ammunition Office (DAO). Format instructions are in appendixes B and D. Copies of any inspection reports containing critical readiness or safety deficiencies, or repeat deficiencies, will be sent to the S4/G4 of the major subordinate command.

b. Follow up (preferably by email) is required, by ordnance company surveillance, if the unit does not respond by the suspense date. The follow-up will include a 15 calendar day extension, with copies to the unit commander, his ammunition POC, S4/G4 of the major subordinate command, and 55<sup>th</sup> TSC (MMC). For 2nd Infantry Division units, a copy will go to the Division Ammunition Office. Should the unit not respond within the extended suspense, the ordnance company will forward the report to the 6<sup>th</sup> Ord Bn Chief of Surveillance for resolution.

c. Ammunition identified, during an inspection, as unserviceable, over authorized quantity, suspended or restricted will be listed in a memo, signed by the inspector, requiring/authorizing turn-in and replacement. Turn-in and replacement requirements are to be tracked by the ordnance company and the unit notified (with follow-up as in para 4-2b above) if not turned in/replaced within 30 days.

**4-3. 55<sup>th</sup> TSC (MMC).** The 55<sup>th</sup> TSC (MMC), Class V Division, QA Branch, Munitions will review each suspension/restriction action by the National Inventory Control Point (NICP), against the SPBS-R data (and consolidated data from para c above) and notify the appropriate ordnance company when turn in is required.

**4-4. SPREADSHEET.** The spreadsheet in appendix G is to be used to update all data from each inspection. A copy is to be attached to the email inspection report (appendix D) for the copy provided QA Branch, Munitions/Class V Division, 55<sup>th</sup> TSC (MMC).

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Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, Eighth U.S. Army (EAGD-P-AM-SS), Unit #15236, APO AP 96205-5236. This publication is available electronically at: <https://www-eusa.korea.army.mil>

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**APPENDIX A**

**REFERENCES**

**Section I.** The following publications are required by this regulation.

DA Pam 700-19 (Procedures for the United States Army Munitions Reporting System).  
Cited in appendix G.

(E) Eighth U.S. Army Reg 700-3 (Conventional Ammunition). Cited in paragraph 2-1.

(E) SB 742-1 (Inspection of Supplies and Equipment Ammunition Surveillance Procedures.  
Cited in paragraphs 1-1, 1-3, 2-1, 2-2b(1) and appendix E.

**Section II.** The following publications are required to be maintained by units.

(E) AR 75-1 (Malfunctions Involving Ammunition and Explosives).

(E) AR 190-11 (Physical Security of Army, Ammunition, and Explosives).

(E) AR 385-64 (U.S. Army Explosives Safety Program).

(E) DA Pam 385-64 (Ammunition and Explosives Safety Standards).

TB 9-1300-385 (Munitions Restricted or Suspended).

(E) Eighth U.S. Army Reg 700-3 (Conventional Ammunition).

(E) Eighth U.S. Army Reg 742-2 (Inspection of Ammunition for Unit Basic Load and  
Miscellaneous activities).

**Section III.** The following are related publications.

(E) AR 700-19 (U.S. Army Munitions Reporting System).

(E) AR 702-12 (Responsibilities of Quality Assurance Specialists (Ammo Surveillance)  
(QASAS).

(E) AR 710-2 (Supply Policy Below Wholesale Level).

(E) SB 742-1 (Inspection of Supplies and Equipment Ammunition Surveillance Procedures).

SB 742-1410-92-005 (Ammunition Surveillance Procedures, Guided Missile Surface Attack  
BGM Series and Guided Missile Practice BTM Series (TOW/Tow 2 Heavy Antitank/Assault  
Weapons System).

SB 742-1425-92-002 (Ammunition Surveillance Procedures for Guided Missile Intercept-  
Aerial Guide Missile System, FIM-92 Series (Stinger Air Defense Guided Missile System).

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SB 742-1427-92-002 (Ammunition Surveillance Procedures for Javelin Surface Attach Guided Missile and Launcher).

(E) SB 742-1340-92-011 (Ammunition Surveillance Procedures for Multiple Launch Rocket System Rocket Pod).

(E) SB 742-1427-92-014 (Ammunition Surveillance Procedures Guided Missile and Launching Assembly M39).

(E) SB 742-1410-92-009 (Ammunition Surveillance Procedures for Guided Missile Intercept-Aerial MIM-104, MIM-104A, MIM-104B, MIM-104C, and Guided Missile Intercept Aerial Trainer, XM-37 (Patriot Air Defense Guided Missile System)).

SB 742-1425-92-011 (Surveillance Procedures for Hellfire).

TM 9-1300-251-20&P (Unit Maintenance Manual (Including repair parts and special tools lists) for Artillery Ammunition for Guns, Howitzers, Mortars, Recoilless Rifles, and 40-MM Grenade Launchers).

(E) Indicates the publications is available electronically only.

Army pubs: [www.usapa.army.mil](http://www.usapa.army.mil)

Eighth U.S. Army: <https://www-eusa.korea.army.mil>

**APPENDIX B****INSPECTION CHECKLIST AND RECOMMENDATIONS**

The following list contains items checked by a UBL inspector and is intended for use as a checklist during inspections, during Command Inspections and for unit self evaluation. Included are all deficiencies identified during UBL inspections throughout Korea, during the past 5 years. A report of deficiencies, attached to a UBL inspection report sent to a unit, must have a reference and recommendation for each finding listed as well as the severity category, i.e., critical, major or other. Report verbiage should clearly explain the deficiency and required corrective action in terms that stand alone and can be fully understood by unit personnel.

**Critical Readiness and Safety Deficiencies**

<u>Inspection Point</u>	<u>Recommendation</u>
1. Unit has no current Letter of Authorization for UBL	- Obtain current LOA thru Cmd channels
2. Unit has no current LOA for AMA	- Obtain current LOA thru Cmd channels
3. Unit missing UBL and/or AMA authorized in LOA	- Submit DA Form 581 (Request or Issue and Turn in of Ammunition) for missing qty
4. Visually unserviceable ammunition in UBL/AMA listed by lot, location and quantity	- Initiate DA Form 581 for turn-in and replacement of listed lots/quantities using this report as authority
5. Suspended/Restricted ammunition	- Request turn-in and replacement
6. Explosive safety violation not in approved waiver	- Contact local safety office for assistance
7. Unit does not have copy of storage site license/approval	- Contact local safety office for copy
8. Shelf or service life expired or lot/installation dates are unknown for CAD/PAD installed	- Request replacement base on unit forecast for CAD/PAD requirements
9. Aircraft crew life support equipment (flares) is unserviceable	- Request turn in and replacement
10. Flammable material (vegetation) within 50 ft of ammo storage	- Cut/remove all flammable material

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|---|---|
| 11. Rocket ammunition not stored nose down or pointed away from inhabited targets | - Orient rockets/missiles nose ends down          |
| 12. Missing lightning protection or no current test                               | - Contact Director of Public Works (DPW) for test |
| 13. Power lines too close to storage structure                                    | - Work order to DPW to move lines                 |
| 14. Storage incompatibility   | - Remove incompatible ammo                        |

## **Major Deficiencies**

- |  |  |
|--|--|
| 1. Ammunition requires repackaging and/or remarking  | - Contact supporting Ord Co for technical assistance     |
| 2. UBL/AMA property book quantities exceed current LOA   | - Turn in excess using DA Form 581                       |
| 3. Training ammo stored with UBL/AMA   | - Segregate and maintain separate in storage             |
| 4. Opened and/or unsealed packing, or missing banding  | - Contact supporting Ord Co for technical assistance     |
| 5. Monthly inventory not conducted/ documented   | - Initiate monthly inventories                           |
| 6. Property book/SPBS-R not accurate   | - Correct entries using documentation audit trail        |
| 7. No Hand Receipt from Property Book holder   | - Request/obtain hand receipt                            |
| 8. Missing or inadequate unit fire plan  | - Draft fire plan in coordination with post fire marshal |
| 9. Missing or inadequate unit malfunction reporting SOP  | - Draft SOP  |
| 10. Unit suspension/restriction monitoring system inadequate and no memo from HQ stating that it is done at HQ | - Contact QA Branch for addition of unit POC to NARNET   |

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|---|---|
| 11. Missing or incorrect fire/chemical symbols  | - Requisition and place at storage site                 |
| 12. Inadequate fire fighting equipment (identify missing items)                                 | - Replace missing items                                 |
| 13. Stacks not stable or touching side of structure or vehicle                                  | - Restack with dunnage IAW drawing                      |
| 14. A minimum of 2 inch dunnage not present under all boxes                                     | - Replace missing dunnage                               |
| 15. Minimum of 18 inches of ventilation space between uploaded or outside stored ammo and cover | - Raise the cover for 18 inches of air space above ammo |
| 16. Uploaded ammunition not covered with tarpaulin  | - Construct overhead cover (see #15)                    |
| 17. Missile monthly humidity indicator check not conducted                                      | - Initiate/maintain monthly unit inspection             |



**APPENDIX C**

**REQUIRED CONTENTS OF UNIT CONTINUITY BOOK**

Units should maintain an ammunition continuity book. If a unit does not have the following items in such a book, there is a likelihood that the unit will not be able to keep its records current and may not be able to find them quickly during the UBL inspection, Department of Defense Explosives Safety Board (DDESB) survey, command inspection, etc. The result will be increased difficulty in correctly maintaining/storing UBL/AMA ammunition, especially during personnel changeover, and a corresponding increase in deficiencies. Inspectors should recommend the following items be kept in a continuity book:

1. Listing of unit ammo POCs, MSCs POCs, and local ordnance company.
2. Appointment orders for ammo officer/NCO and property book officer.
3. UBL Letter of Authorization (LOA).
4. AMA Letter of Authorization (LOA).
5. Current listing of UBL/AMA ammo from the property book.
6. DA Forms 581 with approval for alternate storage of UBL (if applicable).
7. Copy of latest inventory document.
8. Copy of storage license/storage agreement with the unit controlling the storage site.
9. Explosive safety waiver (if applicable).
10. Copy of memo indicating who is checking suspensions and restrictions. This is required if the suspension /restriction system is maintained, and UBL/AMA ammo checked by higher HQ, such as is the practice in 2ID where this function is performed for all subordinate units by the DAO.
11. Unit ammunition malfunction response and reporting SOP.
12. Unit ammunition SOP to include Fire Plan and Amnesty Program.
13. Results of most recent lightning protection system (LPS) test.
14. Vehicle Load Plans (if applicable).

**APPENDIX D**

**INSPECTION REPORT MEMO AND INSPECTION FINDINGS**

**D-1.** Use current formats for memorandums. The body of the Inspection Report will include the following (as a minimum):

- Date and time of in/out brief to unit.
- Who was unit's representative at briefing. If not the commander, then explain why commander not briefed.
- Request for response to findings (if any). State areas the response must cover (projected completion dates for repairs, creation of documentation, etc).
- Point of contact for Ord Company inspection and report.
- Copy furnished to MSC S4/G4 and 55<sup>th</sup> TSC (MMC).

**D-2.** If no discrepancies were noted during inspection, memorandum should state so and indicate "job well done".

**D-3.** Attach list of discrepancies. The list should utilize the same format as depicted in appendix B. Format of findings enclosure can be modified as long as it has a reference and recommendation for each finding listed as well as the severity category, i.e., critical, major or other. Report verbiage should clearly explain the deficiency and required corrective action in terms that can be fully understood by unit personnel.

APPENDIX E

FORMAT FOR UNIT BASIC LOAD (UBL) INSPECTION SCHEDULING NOTIFICATION

**E-1.** Use current formats for memorandums. The body of the Inspection Scheduling Notification will include the following (as a minimum):

a. References:

- SB 742-1, Ammunition Surveillance Procedures (current date)
- Eighth Army Reg 742-2, Inspection of Ammunition for UBL and Miscellaneous Activities, (current date)

b. An ammunition basic load inspection is scheduled for your unit on (Date). The ammunition officer should be present for the inspection and assure that all unit ammunition, and records (continuity book) are readily available to the inspector. The following personnel will be on the inspection team:

<u>NAME</u>	<u>GRADE</u>	<u>SSN</u>	<u>SECURITY CLEARANCE</u>
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c. This inspection is an important measure of unit readiness and the primary purpose is to verify that your basic/operational ammunition meets serviceability standards and is within authorized levels. Safety, security, storage and accountability will also be reviewed. Unit procedures for performance of these functions will be scrutinized for adequacy.

d. Unit preparedness is strongly encouraged to minimize problems and increase efficiency of the inspectors. Eighth Army Reg 742-2, Appendix C, provides a checklist to assist you in preparing for this inspection and to assist in early correction of deficiencies and for review to prevent occurrence of deficiencies between inspections.

e. Sufficient unit personnel should be present to assist with movement, unpack and repack operations.

f. The inspector will out brief the commander or his designated representative prior to departing the area. A formal inspection report will be forwarded within 15 workdays.

g. Request regular mail or email confirmation is received at least 10 days prior to the scheduled inspection date. Response will indicate you agree with the inspection date or provide an alternate date.

**E-2.** This memo will be sent to the unit 30 days prior to proposed date of inspection.

**APPENDIX F**

**PROCEDURES FOR INSPECTION OF MISSILES IN UNIT BASIC LOAD**

**F-1.** Missile inspection procedure supply bulletins (SBs), for use during UBL inspections, are listed in references in appendix A.

**F-2.** In general, guided missile and large rocket items will be inspected to the same criteria as other items. Additional inspections and tests are required for many of these items, in the item SB (see Appendix A). Reliability/serviceability tests, and visual inspections in conjunction with a visit by the Aviation and Missile Command (AMCOM) on-site test team, will satisfy the annual requirement.

**F-3.** Unit missile log books and records of monthly humidity indicator checks, will be reviewed to ascertain that units are conducting required inspections and maintaining necessary records.

**F-4.** Property books will be checked, for all items with required serial number accountability, to verify serial number accuracy. All missile serial numbers will be annotated on the Ammunition Data Report and submitted with the UBL report.

**F-5.** Missile items requiring turn-in, will be identified by serial number and lot number.

**F-6.** Inspectors conducting UBL inspections of missile items should coordinate with the unit, to assure availability of replacement desiccant and humidity indicators, and assist in replacement for missiles identified with high humidity. Turn-in of missile items, due to high humidity, should be accomplished when desiccant/indicator replacement is not authorized as unit level maintenance, or when surveillance personnel resources are not sufficient to provide timely technical assistance. Technical assistance visits are encouraged, in order to correct the defect as soon as possible.

**F-7.** Results of missile testing, where results must be reported to AMCOM (example is ATACMS), will be forwarded through the QA Branch, Munitions/Class V Division, 55th TSC (MMC).

## APPENDIX G

## FORMAT FOR AMMUNITION DATA REPORTS

<b>CODE</b>	<b>UNIT NAME</b>	<b>UIC</b>	<b>L/INS</b>	<b>N/INS</b>	<b>ORD</b>
24240	501ST SIGNAL CO	WH3JAA	9701	9801	52
	LOCATION:	HUMPHREYS			
	APO/UNIT:	96271-0152 #15216			
	MAJOR COMMAND:	1ST SIGNAL BRIGADE			
	UNIT CO:	CPT SMITH			
	UNIT AMMO POC:	SSG RANSOM			
	UNIT POC PHONE:	753-6507			
	UNIT POC EMAIL:				
	OUTBRIEFED:	SSG RANSOM/SPC TYLER			
	LOA ON HAND:	YES			
	WAIVER:	N/A			
	FIRE PLAN:	YES			
	PROPERTY BOOK:	YES			
	HAND RECEIPT:	YES			
	SUSP/RESTR CHK BY:				

<b>DODIC</b>	<b>NSN</b>	<b>LOT/SN NUMBER</b>	<b>C/C</b>	<b>T/S</b>	<b>U/C</b>	<b>QTY</b>	<b>MFD</b>
A059	1305-01-155-5462	LC-86K082-123	A	W	B	120	86
A059	1305-01-155-5462	LC-86K082-121	A	W	B	12,840	86

Notes for above Data Input Spreadsheet.

1. This spreadsheet is to be used to update all data from each inspection. A copy is to be attached to the email inspection report (appendix E) for the copy provided to QA Branch, Munitions/Class V Division, 55<sup>th</sup> TSC (MMC).

2. Unit designation, address, UIC, and unit personnel by name, DSN and email are to be included since these are all subject to change and provide for multiple use contact with the unit.

**APPENDIX H**

**SUGGESTED FORMAT FOR UNIT CAD/PAD CONTROL SPREADSHEETS**

	Aug-00	MH 92	CARTRIDGE, FIRE EXTINGUISHER - FWD			
Total Acft	34	Shelf Life	14	Years	Qty per aircraft = 4	
Req Rest	0	Installed Life	72	Month	1377-01-185-2622	
<b>ACFT</b>	<b>Unit</b>	<b>Lot#</b>	<b>Date Made</b>	<b>Shelf Expiration</b>	<b>Installed date</b>	<b>Service Life Expiration</b>
H601	HHC, 1/52	ESD91J006-004	Sep-91	Sep-05	Apr-97	Mar-03
H603	HHC, 1/52	ESD91J007-004	Sep-91	Sep-05	Mar-96	Feb-02
A861	A, 1/52	MMC90A001-001	Jan-90	Jan-04	Apr-00	Jan-04

## **GLOSSARY**

### **Section I. Abbreviations**

AMCOM	Aviation and Missile Command
CAD	Cartridge Actuated Devices
DAO	Division Ammunition Office
DDESB	Department of Defense Explosives Safety Board
DPW	Director of Public Works
HQ	headquarters
LPS	Lightning Protection system
MMC	Material Management Center
MSC	Major Subordinate Command
NICP	national inventory control point
NLT	not later than
PAD	Propellant Actuated Devices
POC	point of contact
QASAS	Quality Assurance Specialist, Ammunition Surveillance
SAAS	Standard Army Ammunition System
SB	Supply Bulletin
SOP	Standing Operating Procedure
SPBS	Standard Property Book System
TSC	Theater Support Command
UBL	Unit Basic Load
U.S.	United States (of America)

## **Eighth U.S. Army Reg 742-2**

### **Section II. Terms**

**AMA** - Ammunition Authorized for Operational and Miscellaneous Activities. A general term which includes quick reaction force, guard ammo, etc.

**LOA** - Letter of Authorization to a unit to maintain an ammunition basic load. There are annual LOAs for basic load and for operational load ammo.

**QD** - Quantity Distance

**QA Branch** -The ammunition surveillance organization within Class V/Munitions Division, 55<sup>th</sup> TSC (MMC).